



FAMILY OUTREACH REPRESENTATIVE

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Family and Community Engagement, the position is responsible for creating a partnership between the home, parent, community and school that results in all stakeholders being better prepared and more confident in their ability to help students succeed in school. The position is responsible for helping parents be more confident and informed in their ability to make decisions on educational opportunities for their child(ren). This is a collaborative position that works closely with school staff, community members, partners and families to develop programs and activities geared to reach families who are underrepresented because of social, economic, racial, and/or language barriers.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as an advocate for all children and families; promote equitable access to specialized programs for underrepresented student groups.
- Work with community partners and families to identify resources for families in the community.
- Maintain an ongoing relationship with community agencies and other resources to continue meeting the needs of students in supporting student success.
- Provide workshops and/or training for community leaders to assist them in supporting students, parents, and schools.
- Work cooperatively with parents to help them navigate discussions regarding their child's needs.
- Provide workshops and/or training to enhance parents' ability to support their children in and out of school.
- Maintain a daily log and complete accurate records as required by law, and VBCPS policies and regulations.
- Design and implement tools to measure parent satisfaction and engagement and to evaluate the effectiveness of programs such as short event feedback forms, annual parent survey, and focus groups.
- Develop and manage a system for tracking and acknowledging parent volunteerism as well as recording attendance at parent events.
- Gather, disaggregate and analyze student data.
- Ensure all reports are completed and submitted in a timely manner; share information with each cluster school principal.
- Develop and implement professional learning for educational staff and families.
- Participate in ongoing professional learning aimed at current trends and best practices.
- Perform related work as required.

Essential Functions Specific to Working with Family Liaisons

- Design informative *Welcome* presentations in collaboration with English as a Second Language (ESL) and Title I offices to help parents be more confident and informed in their ability to make decisions on educational opportunities for their child(ren).
- Serve as a liaison among families, community, and school staff.
- Facilitate communications and provides VBCPS information and resources to families.
- Encourage family engagement in children's education and connects families to what their children are learning.
- Build relationships with and among families, staff members, and community members.
- Promote understanding of families' cultural diversity.
- Provide information about and connects families to human services.
- Ensure families feel welcome, trusted, and valued by the school.



KNOWLEDGE, SKILLS, AND ABILITIES

Must have a knowledge and understanding of the parent involvement component of the “Every Student Succeeds” Act. Must have an understanding and/or knowledge of VBCPS instructional and specialized programs, school requirements, and community resources, and experience in building community partnerships in a diverse environment. Must have the ability to express or exchange ideas by means of spoken word; record and deliver information, explain procedures, and communicate effectively, both verbally and in writing. Must have the ability to establish and maintain effective working relationships with parents, students, teachers, administrators, and community-based organizations; read and prepare correspondence, reports, forms, research papers, etc., using prescribed formats and conforming to rules of punctuation, grammar and style. Must be a highly effective communicator and presenter with the ability to differentiate to meet the needs of the audience. Must demonstrate an understanding of the interaction between cultural influences and the conditions of the child and family. Must be a multi-tasker who follows through on every aspect of an assignment and exudes a kind, caring, flexible, and patient demeanor. Must be computer literate and proficient in the use of MS Office software with the ability to train other in its use.

EDUCATION AND EXPERIENCE

Required: Bachelor’s degree in education, school counseling, social work, psychology education or a related field. Must have relevant professional experience providing services to school age children and/or families in an educational setting.

Preferred: Bilingual in Spanish, Tagalog, or another prominent language in the school division a plus. Experience and knowledge of special education, section 504, public speaking experience, working with volunteer and mentorship programs, and experience in family or community engagement is a plus. Three (3) years of relevant professional experience providing experience to school age children.

PHYSICAL REQUIREMENTS

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. The duties of this job are conducted in a school, in students’ homes, and other locations. While performing the duties of this job, the employee is regularly required to drive, sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver’s license

Regular and reliable attendance is an essential function of this position.